

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Additions and Separations						<input type="checkbox"/> STATISTICAL	
						<input type="checkbox"/> NARRATIVE	
3. FUNCTIONAL AREA						<input checked="" type="checkbox"/> MACHINE-NAME LISTING	
						<input checked="" type="checkbox"/> PERSONNEL	
						<input type="checkbox"/> TRAINING	
<input type="checkbox"/> LOGISTICS						<input type="checkbox"/> ADMIN. GENERAL	
<input type="checkbox"/> MEDICAL						<input type="checkbox"/> OTHER (specify)	
<input type="checkbox"/> FINANCE							
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
3		monthly			5		
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
computer		<input checked="" type="checkbox"/> YES		IF YES GIVE ADP PROCESSING NO.	Ex. Dir-Compt memo, 24 Sept 1968		
		<input type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
CPD							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
B. COSTS OF COMPUTER PRODUCED REPORTS							
OCS cost - .03 per page - 123					\$3.69	12	\$44.28
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Provide basic information required to manage and control Agency non-staff personnel. First report December 1968, Executive Director-Comptroller established requirement.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS DOLLARS	
<input type="checkbox"/> CHANGE							
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY		17. SHARING INFORMATION				18. EXTENSION	
9 October 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160077-6					

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